

What is claimed is:

1. A method for computerized processing of invoices,  
which a company has presented to two or more  
customers, comprising:  
5 selecting from a plurality of invoices such  
invoices, which are due within a preselectable time  
or on a preselectable date and to which a first  
state is assigned, one or more invoices and  
assigning a second state to said selected invoices.
- 10 2. The method of claim 1, further comprising:  
selecting from said plurality of invoices such  
invoices, which meet the additional condition that  
the respective balance is larger than a  
preselectable first value.
- 15 3. The method of claim 1 or 2, comprising:  
said first and/or second state being represented by  
an entry into a respective data field of a data  
record comprising data of the respective invoice.
4. The method of claim 1, comprising:  
20 said first and second state being represented by a  
first and second set of characters entered into one  
data field of a data record comprising data of the  
respective invoice.
5. The method of one or more of claims 1 to 4, further  
25 comprising:  
the one or more invoices being invoices of special  
importance.
6. The method of one or more of claims 1 to 5, wherein  
said first and second states are states of high  
30 priority.

7. The method of one or more of claims 2 to 6, further comprising:  
selecting from said plurality of invoices such  
invoices, the balance of which is smaller than a  
5 preselectable second value, and larger than a  
preselectable third value and assigning a third  
state to such selected invoices, the second value  
being smaller or equal than the first value and the  
third value being smaller than the second value.
- 10 8. The method of claim 7, wherein  
the third state is a state of medium priority.
9. The method of claim 7, further comprising:  
selecting from said plurality of invoices such  
invoices, the balance of which is smaller than the  
15 third value and assigning a fourth state to such  
selected invoices.
10. The method of claim 9, wherein  
the fourth state is a state of low priority.
11. The method of one or more of claims 2 to 10,  
20 wherein  
the preselectable first value is such that a  
preselectable percentage of the outstanding active  
debts or turnover of the company is controlled.
12. The method of one or more of claims 1 to 11,  
25 further comprising:  
presenting the invoices of the first and/or second  
and/or third and/or fourth state to a cash  
collector.
13. The method of claim 12, further comprising:  
30 presenting the invoices having a first or second  
state at the latest at a presetable first period of  
time before the due date to the cash collector.

14. The method of claim 12, further comprising:  
presenting the invoices having a third state at the  
latest at a presetable second period of time before  
the due date to the cash collector.
- 5 15. The method of claim 12, further comprising:  
presenting the invoices having the fourth state at  
the latest at a presetable third period of time  
before the due date to the cash collector.
- 10 16. The method of one or more of claim 12, further  
comprising:  
said cash collector controlling, whether payments  
according to the invoices of the first and/or  
second state have been made before or on or after  
the due date, and in case of a non payment,  
15 presenting such invoices to a collecting service.
17. The method of one or more of claims 13, 14 or 15,  
wherein  
the second period of time is smaller than the first  
period of time and the third period of time is  
20 smaller than the second period of time.
18. The method of claim 9, further comprising:  
dunning the customers of the accompanying due  
invoices.
19. The method of one or more of claims 16, wherein  
25 the collection service is a collection division of  
the company or an external collecting agency.
20. The method of claim 16, further comprising:  
checking whether a non-payment is reasoned, and in  
case no, presenting such invoice to an external  
30 collecting agency.

21. The method of claim 16, further comprising:  
presenting the selected invoices to the collecting  
service by means of a to-do-list.
22. The method of one or more of claims 1 to 21,  
5 further comprising:  
receiving a request for a state change of an  
invoice from a customer and changing the state of  
the invoice according to said request.
23. The method of claim 22, further comprising:  
10 presenting the request to an internal clearing  
division before changing the state.
24. The method of one or more of claims 1 to 23,  
for use in a software for supporting business  
processes, particular in an enterprise resource  
15 planning software.
25. A computer system for computerized processing of  
invoices, which a company has presented to two or  
more customers, comprising:  
- memory having program instructions;  
20 - input means for receiving and entering data;  
- output means for sending and presenting data  
- storage means for storing data;  
- a processor responsive to the program  
instructions;  
25 - the program instructions providing means for  
performing a process according to any of claims 1  
to 23 if said program instructions are executed on  
the computer system.
26. A computer readable medium comprising instructions  
30 for computerized processing of invoices, which a  
company has presented to two or more customers,  
comprising instructions for:

performing a process according to any of claims 1 to 23 if said program is executed on a computer system.

5 27. An electronic data structure comprising invoice data, characterized in that the data structure comprises a data field for characterizing the state of the invoice.

10 28. Use of the electronic data structure of claim 27 for performing a process according to any of claims 1 to 23.

29. Computer program comprising program code for performing a process according to any of claims 1 to 23 if said program is executed on a computer system.